

**CLASS TITLE: ADMINISTRATOR, HIGHWAY AND BRIDGE
CONSTRUCTION OPERATIONS**

Class Code: 02772800

Pay Grade: 40A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the administration of statewide highway and bridge construction project programs and to oversee the field operations of such project programs; to coordinate such project programs with overall departmental programs and to evaluate their effectiveness; and to related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with considerable latitude in the exercise of initiative and independent judgement involving technical and administrative matters; work is reviewed upon completion for conformance to departmental policies, rules and regulations and compliance with project program objectives.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and reviews the work of field operation personnel, clerical and other assigned staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the administration of statewide highway and bridge construction project programs and to oversee the field operations of such project programs including such activities as:

- making field inspections of the several state road and bridge construction activities or projects in progress to assure compliance with plans and specifications by the contractors;

- negotiating with engineers, contractors, and representatives of the Federal Highway Administration for proposed changes in construction plans, the checking and approval of contract changes and all payments to contractors for work done;

- investigating claims and complaints relative to the prosecution of questionable construction activities;

- coordinating the sampling, testing and inspection of all materials used in state construction projects and programs either at the construction site or at the originating source;

- obtaining certificates of compliance, where necessary, from materials manufacturers, and the issuing of the materials certificates stating acceptance and/or rejection of the various materials used in state construction projects and programs; and

- maintaining records of all samples taken and tests made and implementing a test control program to assure the proper functioning of the sampling and testing program.

To coordinate the highway and bridge construction project programs with overall departmental programs and activities to evaluate their effectiveness.

To assist in personnel administration and labor relations activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the basic engineering principles, practices and techniques of highway and bridge construction and the ability to apply such knowledge in the administration of a statewide highway and bridge construction project program; a thorough knowledge of the basic materials used in highway and bridge construction and the ability to apply such knowledge in evaluating manufacturer compliance with material standards required in construction plans and specification, approving or rejecting the use of such materials in the several construction projects, and coordinating a material sampling, testing and inspection program; the ability to read and interpret highway and bridge construction plans and specifications and to recommend, approve or reject changes therein; the ability to conduct negotiations with all participants involved in a construction project involving any needed changes in plans and specifications as well as investigate any claims and complaints involved in the prosecution of questionable construction activities; the ability to plan, organize, coordinate and review the work of field operation personnel, clerical and assigned supportive staff required to administer, effectively, a statewide highway and bridge construction project program; the ability to establish and maintain an effective working relationship with contractors, materials manufacturers representatives, representatives of state and federal agencies, superiors, associates and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in civil engineering; and

Experience: Such as may have been gained through: considerable employment in a highly responsible administrative and technical capacity in a specialized engineering program such as highway or bridge construction or design, road maintenance, traffic, or other comparable level civil engineering program within a public agency or private sector.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 7, 1998

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